RECREATIONAL TRAILS PROGRAM (RTP)





2015 Grant Workshop

Purpose

Discuss the ways
in which individual grant projects can be
best suited for the Recreational Trails
Program (RTP) and how to submit
a grant proposal with all of the required
materials.









Topics

- The Recreational Trails Program Overview
- Eligibility and Application Requirements
- Criteria and the Grant Review
- Award and Reimbursement Process











The RTP's Purpose



To develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses.

(Get trails on-the-ground in Massachusetts)





RTP Funds

From the Federal Highway Trust Fund

Represents a portion of the motor fuel excise tax Collected from non-highway recreational fuel use

Fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks



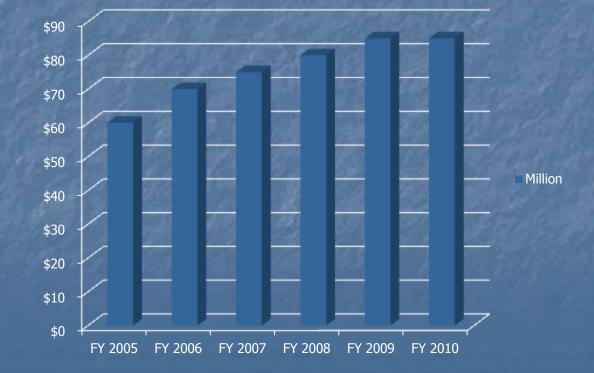


RECREATIONAL TRAILS PROGRAM (RTP)

MAP-21: Moving Ahead for Progress in the 21st Century Act

Enacted July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014 as the first long-term highway authorization enacted since 2005. Just over \$84 million nationwide annually for RTP as a setaside of the new Transportation Alternatives Program.

RTP Authorization

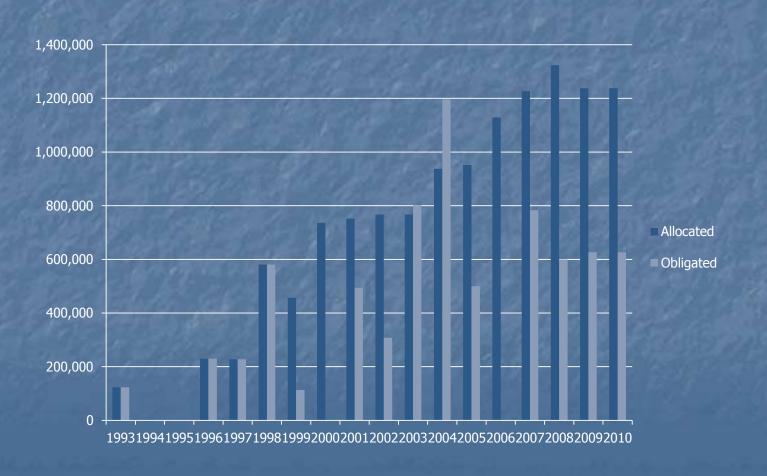




RECREATIONAL TRAILS PROGRAM (RTP)

Apportionments & Obligations for MA (1993-2010)

RTP 2014: \$950,000





RTP Funds Tracking



US Department of Transportation

Federal Highway Administration (FHWA)

State of Massachusetts

Department of Transportation (MassDOT)

Sets Obligation → through STIP

Administration

Department of Conservation and Recreation (DCR)

→ MARTAB
Grant Review

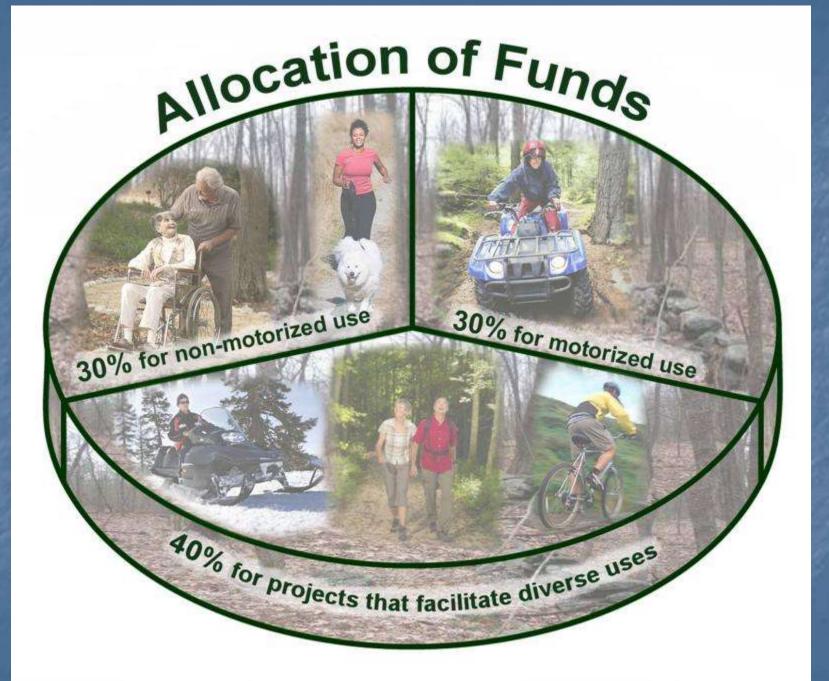
Federal Agencies

> State Agencies

Cities, Counties, Districts **NPOs**

Total Project Cost

20% Funded by a cash match and/or an "in-kind match" of materials, labor, and services 80% Funded by a
Recreational Trails Grant,
which may range from
\$2,000 to \$50,000. Requests
for amounts greater than
\$50,000 will be considered
for larger projects with
statewide significance.

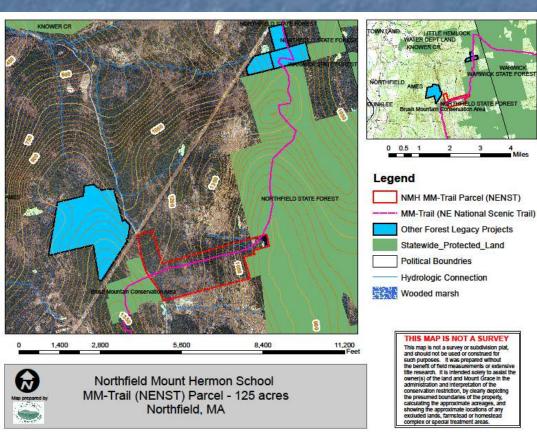


Construction of new recreational trails.



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- Acquisition of easements and fee simple title to property for trails and trail corridors.





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Development and rehabilitation of trailside and trailhead facilities.

Shining Sea BIKEWAY

Points of Interest #6:

Legend Six



- Construction of new recreational trails.
- Acquisition of easements and fee simple title to property for trails and trail corridors.
- Maintenance and restoration of existing trails.
- Development and rehabilitation of trailside and trailhead facilities.
- Purchase and lease of trail construction and maintenance equipment





RTP Does NOT Fund

- Condemnation of any kind of interest in property
- Construction of recreational trails on land where the proposed trail use is not permitted
- Trails that do not guarantee continuing public access for at least 10 years
- Feasibility Studies
- Law Enforcement
- Roads
- Sidewalks
- * *Planning

*Planning vs. Engineering

<u>Planning</u> activities including feasibility studies, conceptual designs, alternatives analyses, strategic planning, land protection prioritization and development strategies are ineligible, unless less than 25% of overall project.

Engineering and other activities deemed necessary for construction are eligible, including but not limited to surveying, engineering plans, permitting, cost estimating and development of bid specifications.

If the end result of an activity is a written document or graphic output that is meant to guide decision-making, it is likely a planning document. If the end result allows a project to be quantified, bid and constructed, it can be viewed as an "engineering" activity and thus is eligible.

- Long distance trails
- Rail Trails and Linear Greenways
- Trails that link natural and recreational resources to homes, schools, neighborhoods, and communities.
- Urban trails in densely populated areas with underserved populations.
- Water trails.
- 'Non-traditional' open spaces such as utility and transportation corridors, watershed lands, former industrial sites, and landfills.
- Snowmobile, ATV or off-road motorcycle trails.





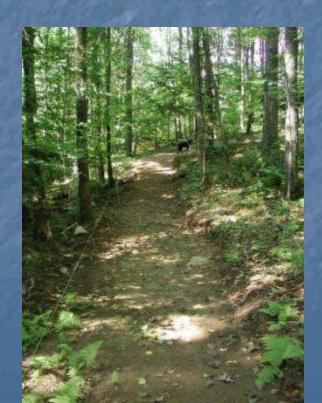


Projects that demonstrate creative approaches to trail construction, partnerships, resource protection and stewardship

River Walk Great Barrington



Provision of features that facilitate trail access and use by persons with disabilities



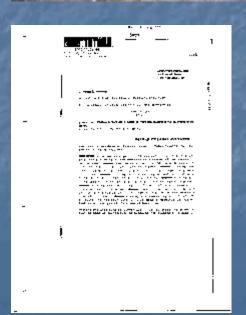


Youth Corps!!!

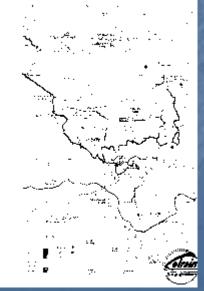


Examples of RTP Projects Motorized

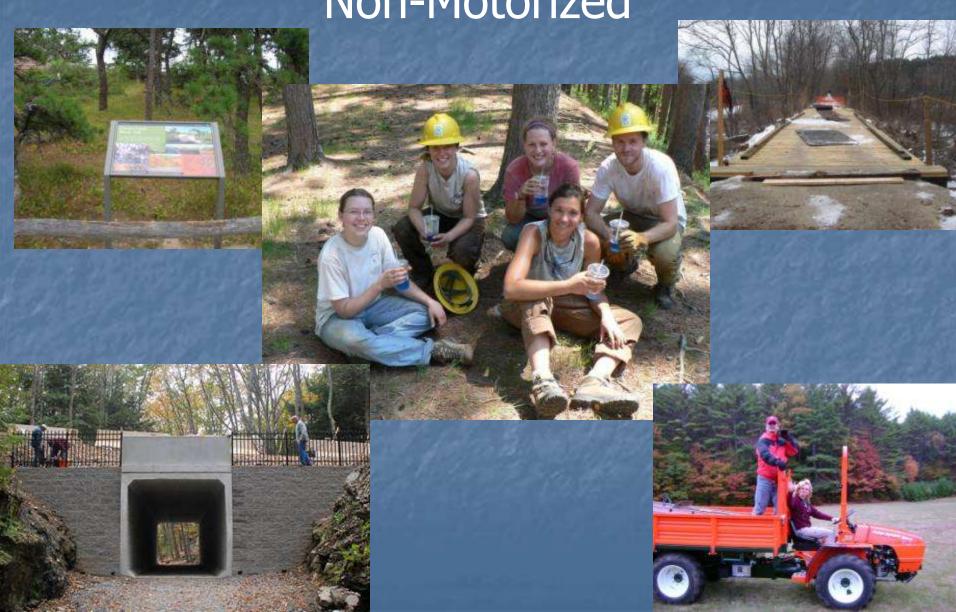








Examples of RTP Projects Non-Motorized



RTP Criteria, Application & Review Process

- RTP Criteria
- RTP Application
- Grant Review and Scoring
- Grant Award, Reimbursement Overview



RTP Project Selection Criteria

- Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving a significant trails issue.
- Furthers goals or strategies identified in Commonwealth Connections, or an adopted regional or local plan.
- Describes a realistic, tangible trails project that can be accomplished in the time given. Has a realistic and appropriate budget.
- Creates, expands or enhances a trail system, with real and lasting public benefits.
- Thoroughly considers relevant environmental, social and cultural issues, and minimizes and mitigates impacts to natural and cultural resources.
- Creates partnerships among trail users, organizations, or agencies.

 Demonstrates community support for the project.

RTP Grant Application

Recreational Trails Program 2012 Grant Round Application Directions Four copies of all materials DUE (Postmarked by) October 1, 2011

Application Checklist

Non-F	inancial Documents to include:
	Part I Cover Sheet
\Box	Part II Narrative (2-3 pages max.)
	Part III Standard Budget Form
	Part IV Specifications
	Part V Supporting Materials
	Pictures, Drawings, or specifications of any structures to be built, if necessary
	USGS topographic map(s) with CLEARLY IDENTIFIED PROJECT LOCATION
	GIS or GPS data in the form of shapefile or geodatabase of proposed/existing trail location
	Assurance of "continuing public access" from landowner, or proof of easement, if necessary
	Copies of ANY permitting already obtained for project (NIESP, Wetlands, Construction, etc.)
	Appraisal of land to be acquired, if necessary
	Letter(s) of commitment
Finan	eial Documents to include:
	"Request for Verification of Taxation Reporting Information" (W-9 Form),
	"Commonwealth Terms & Conditions,"
	"Standard Contract"
	"Signature Verification"
	"Electronic Funds Transfer Form" with voided check
the ex	: A clear summary of the specific tasks to be accomplished, as well as a USGS Topo locus map with act location of the project area MUST be included in the grant application package in order for the t to be considered for funding!

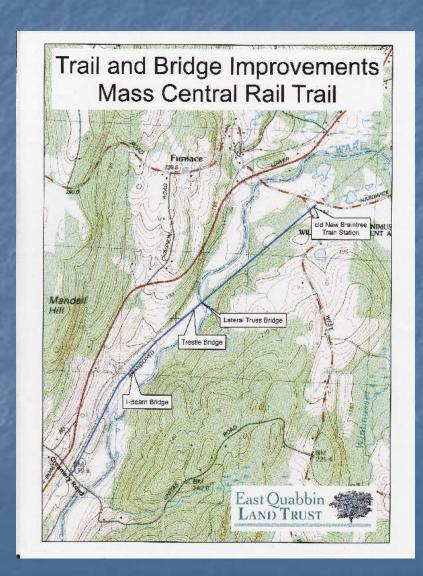
Please complete the application including all documents listed below. Mail four (4) UNBOUND copies of the complete package (and one copy of required financial forms) to:

Amanda Lewis Department of Conservation and Recreation 136 Damon Road Northampton, MA 01060

No faxed applications please.

RTP Grant Application *Narrative*

- CLEAR Summary of Specific Tasks
- Recreational/Social Need
- Range of Trail Uses/Users
- Project Support
- Additional Information





RTP Grant Application *Budget*

Recreational Trails Program 2012 Application

Part III: Standard Budget Form

1. Total Project Value: 5

2. Grant Amount Requested: \$

Should reflect calculations from the tables in A and B below.

3. Proposed Match Amnuat: 5

Must be at least 20% of the total project value. (Calculate funding request amount by 0.25 and you will come up with required match). Should reflect calculations from tables in A and B below.

A. Cast of Personne, Time: \$

For employee or consultant time counting toward the grant award, the leadily rate is the rate as which they will be paid.

For employee time essenting toward the match, use his/her hourly wage. If volunteer, use the hourly rate that the person(s) would assumably receive if they were being paid by your organization (not their "billing rate"). Or use the latest Massachusetts estimate for the wide of more killed while volunteer time - found at http://www.usdctsondentsector.org/pergrams/research/volunteer, time Hm!

İ	Person	e bours needed	Hearly rate	Total \$ amount applied to grant	Total S amount applied to match
		lux	ւ]ո	S	S
		lirs	, Jir	\$	5
		lins	/hc	5	5
		brs	Air	2	\$
	Toluls ;	Pu s	'7	S	5

(Extend table as necessary)

B. Cost of Materials: \$1

Could be equipment, tools, and services. Should be based off of reasonable estimates or price choice from vendors and contractors, or from donatess if being applied to the match. This can also unclude equipment rentals, where "unit" is one of time (hours, days).

Material	Cuit	Number of Units			Total \$ around applied to match
			5	5	5
			5	<u>s</u>	5
			\$	8	.
			\$	5	
			Totals	3	5

(fixtend table as necessary)

Note about Match. Since you are preparing your application prior to starting the project, the values of match contributions will probably be estimates. If your project is selected for a grant, the match will need to be documented with invoices, proof of payments, time sheets, sate inspection, etc. The documented withe of the match must equal at least 20% of the local of each reinfluencement request.



RTP Grant Application Specifications

Before your project is awarded, it will need to comply with:

- National Environmental Policy Act (NEPA) Categorical Exclusion
- Section 106 of the National Historic Preservation Act
- Massachusetts Endangered Species Act (MESA)
- Wetland Act (approval from local Conservation Commission)



RTP Grant Application Supporting Materials

- Photos, Drawings, Diagrams, Plans and Specifications
- Equipment Purchases special requirements
- MAPS!!!
- Project Time-line: **EXPECT 9 MONTHS** from Application Due Date
- Assurance of "continuing public access" on project site
- Appraisal (if required)
- Letters of Support/Commitment
- Permitting, if already obtained



RTP Grant Application Financial Paperwork

NO LONGER REQUIRED!!! (Until Grant Award)

- Commonwealth of Massachusetts Standard Contract Form
- Commonwealth Terms and Conditions
- Contractor Authorized Signature Verification Form
- W-9 Form with DUNS Number
- Electronic Funds Transfer Form with Voided Check



A-133 Audit Form

RTP Grant Review

Rev	iowor	's Name:		1077						
itev	10	C	R	I	Т	E	R	I	I	Α
ID		need/demand	further goals of plan	realistic/ tangible	budget/value	trail system/linkage	env'l / social / cultural issues	Partnerships	Comm. Support Variety of Users	



RTP Grant Review

Massachusetts Recreational Trail Advisory Board (MARTAB)

- Representative of all trail user groups in Massachusetts
- Makes "recommendations" of RTP grant awards to Governor
- Statewide Trail Initiatives (training, conferences, etc.)





RTP Grant Review DBE Program

Disadvantaged Business Enterprise Program

- DOT DBE regulations require state and local transportation agencies that receive DOT financial assistance, to establish goals for the participation of DBEs
- To ensure that small disadvantaged business enterprises (DBE) can compete fairly for federally funded transportation-related projects

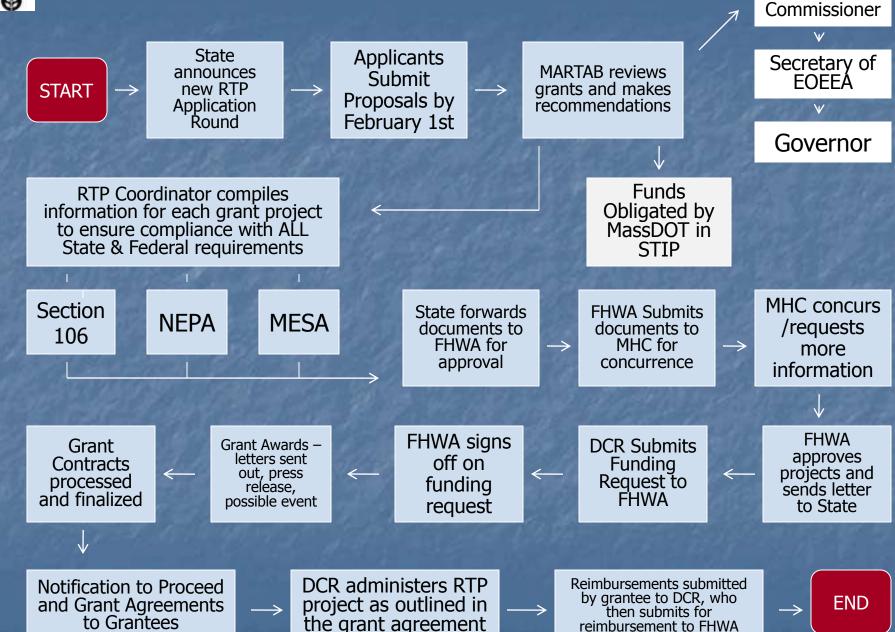
http://www.dot.gov/osdbu/disadvantaged-business-enterprise





RTP Timeline

DCR



RTP Reimbursement Process

Reimbursement Request Requirements:

- Reimbursement Request Form
- Invoices/Receipts
- Proof of Payment
- 20% Match for every reimbursement request

Match Requirements:

- Invoices/Receipts: same as reimbursement
- Proof of Payment: same as reimbursement
- Volunteer Timesheets: name, dates, work accomplished, signature
- Donations: Letter from donator indicating value of donation
- Use of equipment: proof of value of equipment and list of tasks accomplished
- Other grants/sources of funds: award letter



RTP Statewide Trail Education Grants

- ❖ Deadline: February 1, 2015, or on a rolling basis
- 2-3 projects for \$8,000 to \$10,000
- Statewide
- Motorized and non-motorized mix
- Trail education programs/trainings or publications which address trail safety and/or environmental protection







Additional Funding Opportunities for Trail Protection & Greenway Projects

- LAND, PARC (formerly Self-Help) and Land and Water Conservation Funds
- Forest Legacy
- Transportation Enhancements and Congestion Mitigation and Air Quality (CMAQ) Funds
- Congressional earmarks for High Priority Projects
- CPA Funds and other Local Sources

Online Resources

Commonwealth Connections

http://www.mass.gov/eea/agencies/dcr/services-and-assistance/grants-and-technical-assistance/commonwealth-connections.html

DCR Trails Guidelines and Best Practices Manual

http://www.mass.gov/eea/docs/dcr/stewardship/greenway/docs/dcrguidelines.pdf

DCR Greenways and Trails Website

http://www.mass.gov/eea/agencies/dcr/services-and-assistance/grants-and-technical-assistance/greenways-and-trails-program.html

For Questions or to apply for a Recreational Trails Grant, Contact:

Amanda Lewis

Recreational Trails Program Coordinator

Department of Conservation and Recreation

413-586-8706 ext. 19

Amanda.lewis@state.ma.us

http://www.mass.gov/eea/agencies/dcr/services-and-assistance/grants-and-technical-assistance/recreational-trails-grants-program.html

Get on our mailing list for:



connections

The newsletter of the Massachusetts Greenways and Trails Program